

LESLIE – LOHMAN MUSEUM OF ART

The Leslie-Lohman Museum of Art provides a platform for artistic exploration through multifaceted queer perspectives. We embrace the power of the arts to inspire, explore, and foster understanding of the rich diversity of LGBTQIA+ experiences.

ARTIST FELLOWSHIP MANAGER

Employment Type: At-will

Reports to: Director of Artist Fellowship

Employment Status: Part-Time, non-exempt position

Salary Range: \$32-\$35/hour, approx. 20 hours per month

ABOUT LLMA

The Leslie-Lohman Museum of Art provides a platform for artistic exploration through multi-faceted LGBTQIA+ perspectives – serving as a home for queer art, artists, scholars, activists, and allies, and a catalyst for discourse on art and queerness. We embrace the power of the arts to inspire, explore, and foster understanding of the rich diversity of LGBTQIA+ experiences. Through annual exhibitions, public programs, educational initiatives, artist fellowships, and a journal, LLMA forefronts the interrelationship of art and social justice for LGBTQIA+ communities in NYC and beyond. Our collection includes over 25,000 objects spanning three centuries of queer art.

ABOUT LLMA ARTIST FELLOWSHIP

The Leslie Lohman Artist Fellowship is a program designed to empower and support queer artists. A new cohort of 12 Fellows will participate in a series of professional development workshops that provide art business skills, strategic planning, peer to peer learning, mentorship and community building across disciplines to create a sustainable art practice. The program presents a wholistic approach to art finances and personal finances, instilling a life-long strategic approach to a sustainable art practice rather than a project-by-project approach.

A seminar series brings critical discourse and historical context to the program.

JOB SUMMARY

The Artist Fellowship Manager for the Leslie-Lohman Museum of Art is a part-time position for an arts administration professional to work in an energetic, forward-thinking museum alongside the Director of the Artist Fellowship to coordinate and manage all aspects of the program. This position will provide crucial logistical, administrative and communications support. This is a hybrid work position with some remote work and on-site meetings as needed. Must be able to work some evenings and weekends.

RESPONSIBILITIES INCLUDE:

- Work closely with the Fellowship Director and LLMA staff on the organization and execution of all components of the Fellowship from nominations to final presentations
- Responsible for communications to fellows, presenters, and partners
- Work with Fellowship Director, and LLMA staff on fellowship panel
- Maintain a well-organized, current database of all fellowship information including fellow's contact information, CV's, etc.
- Work with Artist Fellows and LLMA staff to coordinate Fellowship marketing & communications and PR.
- Responsible for timely payment process for all Fellows and Fellowship collaborators
- Maintain a well organized up-to-date Fellowship Archive including all recordings
- Attend staff meetings, retreats, rehearsals, and presentations as needed

THE IDEAL CANDIDATE WILL POSSESS:

- Bachelor's Degree; MFA a plus
- Excellent communication skills – both written and verbal; valuing thoughtful and empathic interpersonal engagement with particular sensitivity to LGBTQIA+ communities and artists
- Highly organized and detailed self-starter. Ability to multi-task multiple projects and timelines, operate against objectives, execute tasks, and meet deadlines.
- Proficiency in managing live online presentations with multiple presenters; Photoshop and video editing software a plus.
- Minimum of 2-3 years experience in relevant position
- Strong proficiency in Microsoft Office (Word, Excel, PowerPoint) and Google Workspace (Docs, Sheets, Forms); proficiency working in database systems
- Experience in special events and production support
- Mature ability to manage relationships with confidentiality, discretion, and diplomacy
- Skill in thinking outside the box and building and cultivating community through thoughtful engagement.
- Experience working successfully and collaboratively with a variety of different colleagues and partners
- High levels of resilience, patience, grace, and a big sense of humor
- Passion for the Leslie-Lohman Museum of Art's mission and vision

The Leslie-Lohman Museum is an equal opportunity employer. All applicants will be considered for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, or any other status protected by the laws or regulations in the locations where we operate. The Leslie-

Lohman Museum will not tolerate discrimination or harassment based on any of these characteristics. The Leslie-Lohman Museum encourages applicants of all ages.

The Leslie-Lohman Museum strives to provide a welcoming environment to all visitors and applicants. We are located at 26 Wooster Street, New York, NY 10013 (between Grand Street & Canal Street). External steps lead to our entrance doors; a wheelchair lift is available. All galleries are wheelchair-accessible, and a single-occupancy accessible restroom is located behind the visitor services desk; all restrooms are gender-neutral.

Please send a resume along with a cover letter addressing both your interest in LLMA and your qualifications for this position to jobs2@leslielohman.org. All attachments should be in PDF format.